

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 13-47

May 6, 2013

To: All Regional Directors, Officers-in-Charge,  
and Resident Officers

From: Anne Purcell, Associate General Counsel

Subject: Travel Expenses Paid by a Non-Federal Source

We have had an increase in the number of situations in which a non-federal organization has offered to reimburse an Agency employee to attend a conference sponsored by that organization. Although Agency employees may not solicit reimbursement, the Agency may accept such an offer. For Regional Office personnel, reimbursement must be approved both by myself and the Designated Agency Ethics Official. Requests for approval should be obtained by submitting Form NLRB-5475<sup>1</sup> to your AGC or Deputy. A complete explanation regarding the procedures for acceptance of reimbursement is set forth in the attached guideline.

/s/  
AP

Attachment

cc: NLRBU

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<sup>1</sup> The form is available in the Insider's Forms Library.